



Natural Resources Conservation Service
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September 30, 2008

WEST VIRGINIA BULLETIN NO: WV360-8-21

SUBJECT: FY 2009 Performance Plans

Purpose: To notify supervisors and employees of FY 2009 Performance Plan requirements

Expiration Date: This bulletin expires October 31, 2008

Action Required By: October 31, 2008

The FY 2009 rating period will begin on October 1, 2008. All Performance Plans must be completed by supervisors in EmpowHR and electronically signed by employees no later than October 31, 2008. Plans are not considered final until the rating official, reviewing official, and employee have reviewed and concurred with the plan.

National Bulletin 360.8.55 contains detailed information regarding the performance planning process. Templates have been developed for several positions to assist supervisors with preparing plans. See National Bulletin 360.8.58 for additional details.

If you have questions regarding the performance planning process, or need assistance with EmpowHR, please contact Karen Fitchett, Human Resources Specialist, at (304) 284-7552 or karen.fitchett@wv.usda.gov.

KEVIN WICKEY
State Conservationist

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